

AR 70-22

ARMY REGULATION

No. 70-22

HEADQUARTERS
DEPARTMENT OF THE ARMY
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RESEARCH AND DEVELOPMENT

CENTERS FOR ANALYSIS OF SCIENTIFIC AND TECHNICAL INFORMATION

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1. Purpose. This regulation prescribes policy and procedures to be followed by all appropriate Department of the Army commands and agencies for establishing, funding, operating, administering, disestablishing, and using Centers for Analysis of Scientific and Technical Information (hereinafter referred to as "information analysis centers") within the framework of the Department of Defense and Department of the Army Scientific and Technical Information Program.

2. Definitions. For the purposes of this regulation the following definitions are applicable:

a. Center for Analysis of Scientific and Technical Information. A center exclusively concerned with review or analysis of scientific or engineering data will be considered an information analysis center. Such centers are distinguished from documentation centers and libraries, whose functions are primarily concerned with the handling of documents rather than the technical information contained in the documents.

b. Data. Any representation such as characters or analog quantities to which meaning may be assigned. Data is a form of information and may be expressed in digital, graphic, or symbolic form.

c. Information. The meaning assigned to data, or a description of, extension of, or elaboration on data. Throughout this regulation the term "information" means scientific and technical information, i.e., the meaning assigned to knowledge expressed in verbal or nonverbal symbols.

d. Analysis. The term "analysis" means the qualified and/or quantified evaluation of information requiring technical knowledge and judgment.

3. Policy. *a.* The Department of the Army, after balancing the advantages of central review of pertinent information against the disadvantages of potential bias on the part of the reviewing group, endorses further development of the information analysis center concept, with special emphasis upon the evaluation aspects of the concept.

b. Information analysis centers supported by the Department of the Army will provide service to the entire Department of the Army. Where appropriate and where assigned the responsibility, some Department of the Army centers will provide services to the entire Department of Defense, to other Federal agencies, and their contractors; and as a national center when so designated.

c. Each information analysis center will be maintained only as long as it provides a necessary service in an efficient and economical manner to a representative body of users in the Defense community, or, where appropriate, to the Federal Government or Nation.

d. Information analysis centers are usually associated with technical organizations engaged in research, development, test or evaluation, or other investigating work on the subject areas covered by the respective center.

e. Classified information will be disseminated and safeguarded in accordance with AR 380-5 and AR 380-19. Limitations for release of documents as set forth in AR 70-31 will be similarly observed with respect to release of information

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extracted from all documents bearing a release limitation.

4. Mission. As a primary mission, an information analysis center has the following characteristics:

a. Has clearly defined, specialized area of interest. It is concerned with clearly defined and specialized subject matter, which may be oriented either to a scientific or engineering discipline or to a specific mission of the agency supporting it.

b. Gathers information. The input comprises the world's scientific and technical results drawn from published literature, unpublished documents, meetings or symposia, personal visits, or from any other sources or media available, both foreign and domestic. An aggressive acquisition program is a necessary prerequisite for the establishment of an information evaluation center. This includes translated foreign publication. For untranslated material in the specialized area of interest, a translation channel should exist for titles, summaries, abstracts, or complete translations as required. Data are forms of information in this context.

c. Analysis by staff experts. In addition to a staff technically trained in the field of specialization and in information processing, a distinguishing characteristic is the use by the center of laboratory personnel working in the area of specialization as consultants. This requires day-to-day contact between these specialists and significant research and development activities in their field.

d. Evaluates and condenses. The critical process of evaluation involves expert judgment of new information for value through analysis, comparison, and appraisal relative to information previously acquired. Information is condensed, summarized, and retained. The information is screened, filtered, and reduced to meet user requirements ranging from highly condensed information for management to detailed information for bench scientists and engineers. This entails a continuous refinement of indexing and retrieval methods.

e. Provides individual user services. Foremost, the center answers questions. Communications can consist of specific items of evaluated data or information, current summaries on technical trends, comprehensive state-of-the-art analyses, and specialized advisory services. The center also

provides services relating to identification and filling of gaps in information and to preparation of vocabularies for their area of specialization.

5. Scope. *a. Location.* Information analysis centers included within this regulation may be located at—

- (1) Department of the Army installations, laboratories, or activities.
- (2) Contractor installations.
 - (a) Universities or colleges.
 - (b) Industrial firms.
 - (c) Nonprofit institutions.
- (3) Other Government installations.

b. Subject coverage. Subject areas covered by an information analysis center may be determined from either of two categories:

- (1) *Discipline-oriented.* The subject area will be all or a clearly defined part of a recognized scientific or engineering discipline which has its own literature or professional traditions.
- (2) *Mission-oriented.* The subject area will be a specific weapons system or military activity of special interest to the Department of the Army and therefore an area which requires an interdisciplinary approach.

c. Size. No specific requirement is imposed upon size as a prerequisite to qualify as an information analysis center. Units performing the essential functions of such a center may range from the part-time service of a single individual up to the full- and part-time services of several hundred individuals.

6. Procedures. *a. Budget.* Each Department of the Army command or agency responsible for information analysis centers will program and budget for assigned information analysis centers. Upon approval of establishment or disestablishment of a center the Chief of Research and Development, Department of the Army, will provide appropriate financial instructions on a case by case basis.

b. Establishment of centers.

- (1) Recommendations for establishment of a new information analysis center may arise from any source, in or out of the Department of the Army.
- (2) Proposals for establishment of a new center will be forwarded to the Chief of Research and Development, ATTN: Di-

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rector of Army Technical Information, Department of the Army, Washington, D.C., 20310. Such proposals will be forwarded through the same channels in the Department of the Army that are used for authorizing new projects. Final approval for establishment of a new center will be obtained from the Director of Defense Research and Engineering by the Chief of Research and Development, Headquarters, Department of the Army. Automatic data processing systems and equipment requirements will be processed in accordance with AR 1-251.

- (3) Approval will be based on a clearly demonstrated need and capability and will include consideration of at least the following criteria:

- (a) Assurance that personnel technically competent in the subject field are available to perform the critical review and evaluation functions of the center.
- (b) Clear definition of subject fields to be covered and demonstration that other centers do not already exist in the field.
- (c) Adequate financial support and plans for future support for achieving the announced objectives of the center.
- (d) Cost and effectiveness evaluation of alternate ways of doing the job.

c. Operation.

- (1) *Input.* Each information analysis center will, as a minimum requirement, be responsible for—

- (a) Acquiring and storing, under bibliographical control, the available world's literature in its subject area of technical specialization.
- (b) Acquiring and storing, under bibliographical control, the available unpublished reports, memoranda, and miscellaneous documents related to technical aspects of its subject area of specialization.
- (c) Developing and maintaining reasonable and periodic contact, through personal visit or correspondence, with senior investigators or practitioners engaged in technical work related to its specialized subject areas.

- (d) Participating in and/or planning major technical conferences or symposia containing a sufficient number of competent papers in the center's subject area of technical specialization to attract the attention of senior investigators or practitioners.

- (2) *Processing.* Each information analysis center will, as a minimum requirement, perform the following operations:

- (a) Identify, collect, and retain those documents and other source material which provide useful additions to the knowledge or understanding of the center's subject area of technical specialization.

- (b) Abstract and/or extract from each document retained or each source of knowledge (letter, phone call) which provides information concerning a significant technical event relating to the center's subject area.

- (c) Prepare critical reviews of monographs, or equivalent publications on the state-of-the-art in selected segments of the center's subject area.

- (3) *Output.* Each information analysis center will, as a minimum requirement and within the limits of security and the need to know, be responsible for—

- (a) Distributing periodically a list of new and significant publications in its subject area, complete with abstract or extract and reflecting an evaluation of the published work.

- (b) Answering inquiries for information from qualified persons in the Army or, in some instances of wider assignment, from any qualified person.

- (c) Providing for visits to the center by qualified persons seeking information.

- (d) Preparing and/or distributing state-of-the-art reports, monographs, or equivalent publications on selected segments of the center's subject area.

- (4) *Miscellaneous.*

- (a) All formally issued documents, other than correspondence in response to inquiries, will include the Defense Documentation Center (DDC) on their

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distribution in accordance with AR 70-31. This requirement includes the annual reports of the centers and such documents as directories of research personnel in a specific subject area.

- (b) Prescribed security procedures for the handling of classified documents will be observed. No restrictions are placed upon receipt of material of any classification or designated special categories, provided that the center has personnel qualified to receive the material and has established appropriate security safeguards.
- (c) Information analysis centers will not provide secondary distribution of Army generated reports. Any center engaged in this type of activity will transfer the activity to the Defense Documentation Center (DDC) in accordance with AR 70-31.

d. Disestablishment. The Department of the Army's resources that can be applied to information analysis centers are limited. Hence, as mission priorities are changed, information analysis centers also are changed. Therefore, it is expected that some information analysis centers will be eliminated when their contribution to the Department of the Army mission or other assigned mission no longer justifies the expenditure of limited resources. When this circumstance occurs, the following procedures will be effective:

- (1) The Department of the Army command or agency responsible for administration and funding of the center will notify the Chief of Research and Development, Department of the Army, ATTN: Director of Army Technical Information of plans to disestablish the information analysis center. This information will be made available to the Chief of Research and Development at least 120 days before the proposed date of disestablishment. Final approval for the disestablishment of an information analysis center will be obtained from the Director of Technical Information, DDRE, by the Chief of Research and Development following a thorough appraisal of each case.

- (2) Concurrent with the above information, the chief of the center will be notified to inventory his document collection including those prepared by the center, to identify all holdings not subject to accessioning by the Defense Documentation Center, and those not yet accessioned by the Defense Documentation Center.

- (3) At least 90 days prior to disestablishment, the Director of Technical Information, DDRE, and the Director of Army Technical Information, OCRD, or their representatives, will examine, on-the-spot, the non-DDC holdings of the center. Disposition of subject holdings will be decided upon by the Director of Technical Information, DDRE, with the assistance of Director of Army Technical Information and the chief of the center, and will conform with the existing statutes covering disposition of official records.

- (4) Complying with appropriate security directives, documents of value not previously accessioned by DDC will be transmitted to DDC. Documents which cannot be accessioned by DDC will be destroyed or forwarded to another information center having related interests and suitable security status.

- (5) The Director of Technical Information, DDRE, the Director of Army Technical Information, and the chief of the center will insure that all formal documents prepared by the center have been received by DDC.

7. Responsibility. *a.* Each Department of the Army command or agency will provide the necessary administrative and budgetary support for the information analysis centers assigned to it.

b. Authority for establishing a new information center or for making a major change in scope or subject area of an existing center, or for disestablishing an existing center, rests with the Director of Defense Research and Engineering through the Chief of Research and Development, Headquarters, Department of the Army.

8. Five-year plan. On the basis of planning guidance which will be provided by the Chief of Research and Development, Headquarters, De-

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A partment of the Army, a 5-year plan will be prepared for each center by the proponent command or agency at the time a new technical analysis center is proposed. After the center is established the 5-year plan will be maintained current. In addition, a comprehensive review will be made at least every 2 years thereafter or whenever a major change in scope or mission is made. The plans will vary in detail, according to the size and mission of the center, but will include a statement of objectives and time-phased schedules of funding, manpower, and facilities. Five copies of the initial 5-year plan will be submitted to the Chief of Research and Development, Headquarters, Department of the Army, ATTN: Director of Army Technical Information 30 days after approval has been granted. Five copies of each subsequent plan will be submitted to the Chief of Research and Development, ATTN: Director of Army Technical Information, Department of the Army, 30 days after the prescribed date of preparation.

The plans provided for are parallel to and not a part of the Army Programming System; however, they must be consistent with programs as established and revised under the Army Programming System. The reporting requirements have been assigned Report Control Symbol DD-DR&E (AR) 624.

9. Status reports. Scientific and Technical Information Status Report (DA Form 2885-R) (fig. 1) will be prepared for each information analysis center by the responsible command/agency. DA Form 2885-R will be reproduced locally on 8×10½ inch paper. Five copies will be submitted to the Chief, Research and Development, ATTN: Director of Army Technical Information, Department of the Army, in support of the Army program review and the apportionment review. Such reviews normally take place in March and May of the succeeding calendar year. This report has been assigned Report Control Symbol DD-DR&E (TwA) 625.

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SCIENTIFIC AND TECHNICAL INFORMATION STATUS REPORT (AR 70-22)		REPORT CONTROL SYMBOL DD-DR&E(TwA) 625 DATE
TO:		FROM:
1. NAME OF CENTER		
2. NAME OF DEPARTMENT OF DEFENSE SPONSOR		3. PROGRAM ELEMENT
4. PROJECT, TASK AND SUBTASK NUMBERS (As applicable)		
5. CONTRACT NUMBER(s) (As applicable)		
6. FUNDING PLANS		
Current Fiscal Year		
Current Fiscal Year + 1		
Current Fiscal Year + 2		
Current Fiscal Year + 3		
Current Fiscal Year + 4		
COMMENT (if any) ON CURRENT FISCAL YEAR OPERATIONS		
PLANS FOR CURRENT FISCAL YEAR + 1 OPERATIONS (emphasizing problems, if any, and any changes in mission, scope, manpower, etc.)		
TYPED NAME AND TITLE OF PREPARING OFFICIAL		SIGNATURE

DA FORM 2885-R, 1 Dec 64

Figure 1.

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